

11 PROCESSING DATA BANK HITS	Page 1 of 3
DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 2
	Effective Date: 15-October-2004
<p>11 PROCESSING DATA BANK HITS</p> <p>11.1 In accordance with the procedure outlined in the <u>Commonwealth of Virginia Division of Forensic Science CODIS Operating Policies and Procedures Manual</u>, when a DNA Data Bank hit occurs, the casework examiner will notify the DNA Data Bank Supervisor and Data Bank Analysts of the hit in writing (via e-mail or fax).</p> <p>11.2 Using the DNA sample number provided by the casework examiner and the date of the offense, the DNA Data Bank Supervisor or designee will access the information associated with the offender/arrestee using the DNA Data Bank tracking computer.</p> <p>11.2.1 The inmate information page(s) will be printed. The DNA Data Bank staff member who printed the inmate information page(s) will use the ink stamp containing the wording “Printed By _____” and initial the page to document who obtained the information.</p> <p>11.2.2 The printed information will be compared to the submission book or the submission form attached to the buccal DNA collector storage envelope to ensure that the information in the computer matches the submission form. If the information in the computer does not match the information on the submission form (i.e., a different spelling/typo), the DNA Data Bank staff member will correct the computer information and re-print the inmate information sheets. Subsequently the individual verifying the information will use the ink stamp containing the wording “Verified Information with Submission Book” and initial the inmate information page.</p> <p>11.2.3 In addition, the DNA Data Bank staff member will ensure, using the Virginia Criminal Information Network (VCIN) for a convicted offender or the arrest warrant for an arrestee, that the individual identified as a result of a DNA Data Bank hit was convicted of a felony or was arrested based upon a qualifying offense prior to providing the offender/arrestee information to the casework examiner.</p> <p>11.2.3.1 The information obtained from VCIN will be documented on the “Inmate Felony Conviction Form” (Appendix E, form DB-6) and the information obtained from the arrest warrant will be documented on the “Arrestee Hit Form” (Appendix E, form DB-7). Both forms are also located in the Appendices of the <u>Commonwealth of Virginia Division of Forensic Science CODIS Operating Policies and Procedures Manual</u>.</p> <p>11.2.3.2 If the hit is to a juvenile, a felony conviction may not be found in VCIN. The DNA Data Bank staff member will indicate in the “Other Comments” section on the “Inmate Felony Conviction Form” the hit was to a juvenile at the time the sample was taken.</p> <p>11.2.3.3 If no conviction information can be found and the hit was not to a juvenile, the VCIN sheet and the inmate information page(s) will be forwarded to the Counsel for the Division of Forensic Science to obtain the necessary information.</p> <p>11.3 If a DNA Data Bank hit is to a convicted offender, a member of the Data Bank staff will attempt to determine the location of the offender (i.e., in prison/jail) at the time of the offense using VCIN and/or by accessing the Department of Corrections website (www.vipnet.org/cgi-bin/vadoc/doc.cgi) and/or</p>	

11 PROCESSING DATA BANK HITS	Page 2 of 3
DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 2
	Effective Date: 15-October-2004
<p>the Local Inmate Data System (LIDS) if the offender is believed to be housed in a jail. In addition, it may be necessary to contact DOC directly to obtain this information.</p> <p>11.4 If a DNA Data Bank hit is to a convicted offender, a member of the Data Bank staff will attempt to determine the present location of the offender (i.e., in prison/jail) by accessing the Department of Corrections website (www.vipnet.org/cgi-bin/vadoc/doc.cgi) and/or the Local Inmate Data System (LIDS) if the offender is believed to be housed in a jail.</p> <p>11.4.1 If the convicted offender is not in jail/prison or is serving time in a jail and a projected release date cannot be determined after contacting the jail, the paperwork addressed in paragraph 11.2 will be forwarded immediately to the examiner so the investigating officer/agency can be contacted prior to the verification of the sample.</p> <p>11.4.2 If the convicted offender is in prison/jail and no impending parole date exists, the paperwork addressed in paragraph 11.2 will be forwarded to the examiner; however, the examiner will not contact the investigating officer/agency. Instead the information will be provided in the Certificate of Analysis once the hit verification has been completed.</p> <p>NOTE: Arrestee samples will not be verified by the DNA Data Bank prior to the examiner verbally notifying the investigating officer of the hit or the issuance of the Certificate of Analysis addressing the Data Bank hit. The direct comparison sample that is submitted after the issuance of the Certificate of Analysis addressing the Data Bank hit will serve as the verification of the match.</p> <p>11.5 When all of the paperwork associated with the convicted offender/arrestee is completed and, if possible, the present location of the convicted offender can be determined (i.e., in prison vs. not incarcerated), the paperwork will be forwarded to the casework examiner.</p> <p>11.5.1 If the hit occurred in a regional laboratory, the paperwork will be faxed to the examiner and the original sent via mail. In addition, a copy of the paperwork will be forwarded to the Forensic Biology Section Program Manager.</p> <p>11.5.2 If the hit occurred in the Central Laboratory, the paperwork will be placed in the examiner hit box and a copy of the paperwork will be forwarded to the Forensic Biology Section Program Manager.</p> <p>11.6 The procedure outlined below will be followed for verifying a DNA Data Bank hit, depending on the type of testing previously conducted.</p> <p>11.6.1 If a sample with a DNA number prior to 1993 was analyzed with both the PowerPlex 1.1 and 2.1 Systems and if no duplicate sample exists, the sample will not be re-analyzed. The overlapping loci (i.e. TH01, TPOX, and vWA) will be used to confirm the results/verification. The casework examiner will be notified of the verification via e-mail. If a duplicate sample exists and has not been previously analyzed, the duplicate sample will be analyzed using the PowerPlex 16 BIO System to verify the hit.</p> <p>11.6.2 If the hit is to the individual listed (i.e., suspect) on the Request For Laboratory Examination form and no sample was submitted for comparison to the evidence samples, the sample will not be re-analyzed. The casework examiner will be notified of the verification via e-mail.</p>	

11 PROCESSING DATA BANK HITS	Page 3 of 3
DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 2
	Effective Date: 15-October-2004
<p>11.6.3 If there is a duplicate sample that has been analyzed and the same DNA profile is obtained, a re-analysis of the sample will not be conducted. The casework examiner will be notified of the verification via e-mail.</p> <p>11.6.4 If a sample has been analyzed with only one system (i.e., the PowerPlex 1.1, 2.1, or 16 BIO Systems) and paragraphs 11.6.2 or 11.6.3 do not apply, if a duplicate sample exists the sample will be re-analyzed using the PowerPlex 16 BIO System. If no duplicate sample exists the same sample will be re-analyzed using the PowerPlex 16 BIO System. Once all analyses have been completed, the typing gel has been sized, and the random sample verified, the casework examiner will be notified of the verification via e-mail.</p> <p>11.7 Hit verifications will generally be conducted twice per week.</p> <p>11.7.1 For all DNA Data Bank hits that occur after 2:00 P.M. on Thursday, the analysis will begin on Monday of the following week.</p> <p>11.7.2 For all DNA Data Bank hits that occur after 2:00 P.M. on Monday, the analysis will begin on Thursday of that week.</p> <p>11.7.3 If the day of verification falls on a holiday, the analysis will begin on the next appropriate work day.</p> <p style="text-align: right;">◆END</p>	